

INTEGRATED PEST MANAGEMENT (IPM) COORDINATOR FORM
For County-owned Facilities

DEPARTMENT:		DIVISION:	
IPM COORDINATOR NAME:		PHONE:	
MAIL STOP:		FAX:	
EMAIL ADDRESS:			
Supervisor's Name:		Phone:	
Email Address:			
FACILITY NAME:		ADDRESS:	
CITY :		ZIP:	

If this person will be the IPM Coordinator for more than one facility, please list the facilities below:

FACILITY NAME:		ADDRESS:	
CITY:		ZIP:	
FACILITY NAME:		ADDRESS:	
CITY:		ZIP:	
FACILITY NAME:		ADDRESS:	
CITY:		ZIP:	
FACILITY NAME:		ADDRESS:	
CITY:		ZIP:	
FACILITY NAME:		ADDRESS:	
CITY:		ZIP:	

AUTHORIZED BY: _____ DATE: _____
Department Head

Please fax this page to AWM IPC: 858-694-2186
Please use this form to update your IPC Coordinator information at any time.

**Information and Instructions for Completing
The Integrated Pest Management (IPM) Coordinator Form**

INSTRUCTIONS

The Integrated Pest Management (IPM) Coordinator Form must be on file with the Department of Agriculture, Weights and Measures, Pest Management Division before pest control services can be provided at any County-owned facility.

One IPM Coordinator must be designated from each department or facility to help schedule work more safely and effectively. The Coordinator should substantiate that the pest exists before submitting the **Request for Pest Control Services** form. This can be done by talking to staff, visual confirmation, or by finding evidence of the pest.

Each IPM Coordinator should list their contact information in the first table. If the IPM Coordinator is responsible for more than one County-owned facility, then the additional facilities should be listed in the second table.

REMINDERS

- Sanitation and pest exclusion measures must be taken prior to requesting chemical pest control.
- An IPM Coordinator must be familiar with their department's personnel, staffing hours, and buildings or offices.
- Consensus in favor of a pest control treatment (when one is necessary) should be gained from all personnel in a work area and provisions should be made for those who do not concur by providing an alternative work area or allowing time off as specified by the person's physician.
- Other responsibilities of the Coordinator are outlined on the Notice of Application letter which is sent out prior to treatment and include:
 - To inform staff, building security⁽¹⁾, and custodians⁽²⁾ at least 24 hours in advance when a pest control treatment is scheduled
 - To make sure the area scheduled for treatment is properly prepared.
- Other responsibilities are specified in the Board of Supervisor's Pesticide Use Reduction Policy (F-45). See <http://www.sdcounty.ca.gov/cob/policy/F-45.pdf>

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Questions? Call Integrated Pest Control at [858] 694-3540.

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